

DELAWARE HEALTH AND SOCIAL SERVICES

Division of Management Services 1901 N. DuPont Highway New Castle, DE 19720

#### **REQUEST FOR PROPOSAL NO. HSS-11-091**

**FOR** 

# PROGRAM YEAR 2012-2013 STATE AMERICORPS PROJECTS, GOVERNOR'S COMMISSION ON COMMUNITY AND VOLUNTEER SERVICE

**FOR** 

Division of State Service Centers, State Office of Volunteerism Herman M. Holloway Campus 1901 N. DuPont Highway New Castle, DE 19720

Deposit Waived Performance Bond Waived

Date Due: November 4, 2011 11:00 A.M. LOCAL TIME

Delaware Commission will hold two public grant information sessions at the Commission Office, located at Charles Debnam Building, 1901 N. DuPont Highway, New Castle, DE 19720. These sessions are mandatory for applicants; and registration is required. First time applicants are strongly encouraged to apply. Please register for these sessions by phone or email at least 3 business days prior to scheduled training date.

Session 1: Monday, October 10, 2011, 9:30a.m.-11a.m. Session 2: Tuesday, October 11, 2011, 2p.m.-3:30p.m.

To RSVP for one of the sessions, please contact Kim Massey at 302-255-9883, email: <a href="mailto:kimberly.massey@state.de.us">kimberly.massey@state.de.us</a>. Please specify which session you will attend and provide your name, organization, phone number, email and number of people attending. If you require a reasonable accommodation, please make this request when you call.

REQUEST FOR PROPOSAL # HSS-11-091

<u>Sealed Proposals</u> for Program Year 2012-2013 State AmeriCorps Projects for the Division of State Service Centers, will be **received** by:

Kieran Mohammed
Delaware Health and Social Services
Herman M. Holloway Sr. Campus
Procurement Branch
Main Administration Bldg, Sullivan Street
Second Floor, Room #257
1901 North DuPont Highway, New Castle, Delaware 19720

Proposals will be accepted until 11a.m. (local time), November 4, 2011. At which time the proposals will be opened and recorded.

In the event that state offices are closed on the day of the pre-bid meeting due to a State of Emergency declared by the Governor of Delaware, the pre-bid meeting will be cancelled or postponed. The status of the pre-bid meeting will be posted to the RFP website as soon as possible at <a href="http://bids.delaware.gov">http://bids.delaware.gov</a>. If the pre-bid meeting is cancelled, written questions will be accepted, in lieu of the pre-bid meeting, in accordance with the instructions presented in Section VI. D. of this document. If the pre-bid meeting is postponed, the new date and time will be posted to the RFP website.

# **Obtaining Copies of the RFP**

This RFP is available in electronic form [only] through the State of Delaware Procurement Website at <a href="http://bids.delaware.gov">http://bids.delaware.gov</a>.

#### **Public Notice**

Public notice has been provided in accordance with 29 Del. C. § 6981

# **NOTIFICATION TO BIDDERS**

Bidder shall list all contracts awarded to it or its predecessor firm(s) by the State of Delaware; during the last three years, by State Department, Division, Contact Person (with address/phone number), period of performance and amount. The Evaluation/Selection Review Committee will consider these Additional references and may contact each of these sources. Information regarding bidder performance gathered from these sources may be included in the Committee's deliberations and factored in the final scoring of the bid. Failure to list any contract as required by this paragraph may be grounds for immediate rejection of the bid."

There will be a ninety (90) days period during which the agency may extend the contract period for renewal if needed.

IMPORTANT: ALL PROPOSALS MUST HAVE OUR HSS NUMBER ON THE OUTSIDE ENVELOPE. IF THIS NUMBER IS OMITTED YOUR PROPOSAL WILL IMMEDIATELY BE REJECTED.

FOR FURTHER BIDDING INFORMATION PLEASE CONTACT:

KIERAN MOHAMMED
DELAWARE HEALTH AND SOCIAL SERVICES
PROCUREMENT BRANCH
MAIN ADMIN BLD, SULLIVAN STREET
2<sup>ND</sup> FLOOR -ROOM 257
1901 NORTH DUPONT HIGHWAY
HERMAN M. HOLLOWAY SR. HEALTH AND
SOCIAL SERVICES CAMPUS
NEW CASTLE, DELAWARE 19720
PHONE: 302-255-9291

IMPORTANT: DELIVERY INSTRUCTIONS

IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT THE PROPOSAL HAS BEEN RECEIVED BY THE PROCUREMENT UNIT OF THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES BY THE DEADLINE.

<u>ATTENTION BIDDERS:</u> Your proposal <u>must include a cover letter and the forms in Appendices signed and with all information on the forms complete.</u>

The issuance of this Request for Proposals (RFP) neither commits the Delaware Department of Health and Social Services, Division of State Service Centers, to award a contract, to pay any costs incurred in the preparation of a proposal or subsequent negotiations, nor to procure or contract for the proposed services. The Division reserves the right to reject or

accept any or all proposals or portion thereof, to cancel in part or in its entirety this Request for Proposals, or to delay implementation of any contract which may result, as may be necessary to meet the Department's funding limitations and processing constraints. The Department and Division reserve the right to terminate any contractual agreement upon fifteen (15) days notice in the event that the State determines that State or Federal funds are no longer available to continue the contract.

### **Organizations Ineligible to Bid**

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

#### NOTE

#### **Mandatory Grant Information Sessions**

Mandatory grant information sessions will be held at the place and time indicated in the cover. Written submission of questions regarding the RFP is encouraged. All questions posed during the meeting will be transcribed and posted with answers to the website listed.

Please advise the State agency at least five (5) business days before the conference of any special accommodations needed for persons with disabilities who will be attending.

#### RFP amendments.

If additional information, clarifications or amendments to this RFP become necessary, the State agency shall amend this RFP and provide all information to every bidder attending the pre- bid meeting. The State agency reserves the right to amend the RFP at any time prior to the deadline for submission of proposals and to terminate this procurement at any time. Depending on the nature and extent of the amendment(s), and at the sole discretion of the State agency, bidders may be allowed an additional opportunity to submit questions to the State agency regarding the amendment(s).

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# REQUEST FOR PROPOSAL FOR PROGRAM YEAR 2012-2013 STATE AMERICORPS PROJECTS FOR

#### **DIVISION OF STATE SERVICE CENTERS**

# **Availability of Funds**

Funds are available for the selected vendor to provide services in the area of 2012-2013-AmeriCorps Projects. Contract renewal is possible for up to three (3) additional years contingent on funding availability and task performance.

### **Further Information**

Inquiries regarding this RFP should be addressed to:

Charles A. Harris
Program Officer, AmeriCorps
E-mail Address: charles.a.harris@state.de.us
Phone: 302-255-9677

# **Restrictions on Communications with State Staff**

From the issue date of this RFP until a contractor is selected and the selection is announced, bidders are NOT allowed to contact any Division of State Service Centers staff, except those specified in this RFP, regarding this procurement. Contact between contractors and Charles A. Harris is restricted to emailed questions concerning this proposal. Questions must be submitted in writing and will be addressed in writing.

Questions are due by September 30, 2011 and will be addressed at the pre-bid meeting. The complete list of questions and their answers will be released via e-mail or fax to the vendors that submitted any questions or attended the pre-bid meeting. The complete list of questions and their answers will also be posted on the internet at <a href="http://bids.delaware.gov">http://bids.delaware.gov</a>

Following the questions deadline, bidder communication is limited to Kieran Mohammed, Purchasing Procurement Administrator, Delaware Health and Social Services. The central phone number for the Procurement office is 302-255-9291.

# **Contact with State Employees**

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact(s) regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business. In the case of such exception, communication may not include an active RFP.

# REQUEST FOR PROPOSAL FOR PROPOSAL FOR PROGRAM YEAR 2012-2013 STATE AMERICORPS PROJECTS FOR DIVISION OF STATE SERVICE CENTERS

#### I. INTRODUCTION

# Notice of Funding Opportunity AmeriCorps\*State 2012-2013

Commission Name: Delaware Governor's Commission on Community and Volunteer Service

Federal Agency: Corporation for National and Community Service, CFDA 94.006

Funding Opportunity Types: AmeriCorps\*State Grants: New/Recompete.

**Note for Continuation Programs:** If you are funded by the Delaware Governor's Commission on Community and Volunteer Service (DGCCVS) through an AmeriCorps\*State Operating or Full-time Fixed-amount competitive or formula grant for the 2011-2012 year and need to apply for year 2 or year 3 continuation funding, this notification does not apply. Continuation instructions will be e-mailed directly to you by DGCCVS.

This Notice of Funding Opportunity should be read together with the AmeriCorps regulations 45 CFR Sections 2520-2550 and the Application Instructions and Submission Instructions which can be found at <a href="http://www.americorps.gov/for\_organizations/manage/index.asp">http://www.americorps.gov/for\_organizations/manage/index.asp</a>,.

# A. Background

- i) Corporation for National and Community Service: The mission of the Corporation for National and Community Service (the Corporation) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. For more than fifteen years, the Corporation through its Senior Corps, AmeriCorps, and Learn and Serve America programs has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.
- ii) Delaware Governor's Commission for Community and Volunteer Service (DGCCVS): Delaware Governors Commission for Community and Volunteer Service (hereinafter referred to as DGCCVS) is the Governor-designated National Service Commission in Delaware and administers the AmeriCorps\*State grant program. The Governor-appointed Commission members oversee the legal and policy governance of the AmeriCorps\*Delaware program portfolio. DGCCVS supports the nonprofit sector and its stakeholders through initiatives that increase civic engagement, research, rigorous evaluation and

nonprofit organizational excellence. Our goal is to achieve sustainable social impact throughout the larger nonprofit infrastructure across the State.

**iii) AmeriCorps:** On April 21, 2009, President Obama signed the Edward M. Kennedy Serve America Act which expanded service opportunities and focused the service investment on producing outcomes on key issues; expanding opportunities to serve; building the capacity of individuals, nonprofits, and communities to succeed; and encouraging innovative approaches to solving problems.

In alignment with the Serve America Act, this AmeriCorps State Notice of Federal Funding Opportunity will focus AmeriCorps grantmaking in six Focus Areas identified by the Act:

Disaster Services

Education

Environmental Stewardship

Healthy Futures

Opportunity

Veterans and Military Families

In order to carry out Congress' intent and to maximize the impact of the investment in national service, the Corporation and DGCCVS seek to fund programs that can demonstrate an evidence-based approach to creating community impact and solving community problems through an evidence-based approach (e.g. performance data, research, theory of change).

In the AmeriCorps competition this year, CNCS especially seeks to prioritize investment in three areas of its work. CNCS will continue to focus on national service programs that improve academic outcomes for children, youth, and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the efforts of the Department of Education. In addition, CNCS seeks to increase its investment in programs that serve veterans and military families or engage veterans in service. CNCS will also focus investment in programs that increase community resiliency through disaster preparation, response, recovery, and mitigation.

In accordance with the Obama Administration's emphasis on open government, CNCS has moved toward greater openness and transparency in grant-making. This RFP includes a description of the review and selection process.

The following information pertaining to this competition for new and recompete applications will be published on the CNCS website at (http://nationalservice.gov/about/open/grants.asp), within a period not to exceed 90 business days after all grants are awarded:

- Blank external review template.
- List of all compliant applications submitted.
- Executive summaries of all compliant applications prepared by the applicants as part of the application.
- Copies of the SF424 and Program Narrative submitted by applicants for successful applicants.
- Summary of external reviewer's comments for successful applications.

# **B. Project Goals**

Since this notice is for programs that may be funded under Competitive funding, it is important to understand the Corporation's purpose and focus areas. The Corporation's purpose is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the Corporation to focus national service in areas where service can make a major impact, including improving education; energy conservation; the health of all Americans; economic opportunity for economically vulnerable individuals; increasing service by and for veterans; and providing disaster services.

The Corporation is carrying out Congress's intent by targeting funding in these six focus areas, and in accordance with the Act, through this Notice, and its other activities, the Corporation seeks to:

- Direct the power of national service to solve a common set of challenges.
- Expand opportunities for all Americans to serve.
- Build the enduring capacity of individuals, organizations and communities to effectively use service and volunteering to solve community problems.
- Embrace innovative solutions that work.

AmeriCorps grants will be awarded on a competitive basis to eligible organizations that identify a problem(s) and persuasively demonstrate how deploying AmeriCorps members and community volunteers will produce significant impact in solving the identified problem(s).

#### II. SCOPE OF SERVICES

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. For more than fifteen years, CNCS—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

On April 21, 2009, President Obama signed the Edward M. Kennedy Serve America Act, the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but also focuses national service on key outcomes; builds the capacity of individuals, nonprofits, and communities to succeed; and encourages innovative approaches to solving problems. In alignment with the Serve America Act, this AmeriCorps State and National (AmeriCorps) *Notice of Federal Funding Opportunity* will focus AmeriCorps grantmaking in six Focus Areas identified by the Act:

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

In order to carry out Congress' intent and to maximize the impact of the investment in national service, CNCS is seeking to fund programs that can demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change).

In the AmeriCorps competition this year, CNCS especially seeks to prioritize investment in three areas of its work. CNCS will continue to focus on national service programs that improve academic outcomes for children, youth, and young adults. This focus reflects the extensive experience and past success of national service programs in education, and aligns with the efforts of the Department of Education. In addition, CNCS seeks to increase its investment in programs that serve veterans and military families or engage veterans in service. CNCS will also focus investment in programs that increase community resiliency through disaster preparation, response, recovery, and mitigation.

This *Notice of Federal Funding Opportunity (Notice)* should be read together with the AmeriCorps regulations 45 CFR Sections 2520 – 2550, the Application Instructions, and the National Performance Measures Instructions.

#### **III. SPECIAL TERMS AND CONDITIONS**

#### A. Length of Contract

Contract term is one (1) years with the possibility of renewal for up to (2) additional years contingent on funding and satisfactory performance.

#### **B.** Subcontractors

The Contractor shall not enter into any subcontract for any portion of the services covered by this Contract without obtaining prior written approval of the Department. Any such subcontract shall be subject to all the conditions and provisions of this Contract. The approval requirements of this paragraph do not extend to the purchase of articles, supplies, equipment, rentals, leases and other day-to-day operational expenses in support of staff or facilities providing the services covered by this Contract.

# C. Funding Disclaimer Clause

Delaware Health and Social Services reserves the right to reject or accept any bid or portion thereof, as may be necessary to meet the Department's funding limitations and processing constraints. The Department reserves the right to terminate any contractual agreement upon fifteen (15) calendar days written notice in the event the state determines that state or federal funds are no longer available to continue said contractual agreement.

# D. Reserved Rights

Notwithstanding anything to the contrary, the Department reserves the right to:

- Reject any and all proposals received in response to this RFP;
- Select a proposal other than the one with the lowest cost;
- Waive or seek clarification on any information, irregularities, or inconsistencies in proposals received;
- Negotiate as to any aspect of the proposal with the bidder and negotiate with more than one bidder at a time;

• If negotiations fail to result in an agreement within two (2) weeks, the Department may terminate negotiations and select the next most responsive bidder, prepare and release a new RFP, or take such other action as the Department may deem appropriate.

#### E. Termination Conditions

The Department may terminate the contract resulting from this RFP at any time that the vendor fails to carry out its provisions or to make substantial progress under the terms specified in this RFP and the resulting proposal.

Prior to taking the appropriate action as described in the contract, the Department will provide the vendor with thirty (30) days notice of conditions endangering performance. If after such notice the vendor fails to remedy the conditions contained in the notice, the Department shall issue the vendor an order to stop work immediately and deliver all work and work in progress to the State. The Department shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

The Contract may be terminated in whole or part:

- a) by the Department upon five (5) calendar days written notice for cause or documented unsatisfactory performance,
- b) by the Department upon fifteen (15) calendar days written notice of the loss of funding or reduction of funding for the stated Contractor services,
- c) by either party without cause upon thirty (30) calendar days written notice to the other Party, unless a longer period is specified.

# F. Contractor Monitoring/Evaluation

The contractor may be monitored/evaluated on-site on a regular basis. Failure of the contractor to cooperate with the monitoring/evaluation process or to resolve any problem(s) identified in the monitoring/evaluation may be cause for termination of the contract.

# G. Payment:

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

#### H. W-9 Information Submission

<u>Awarded</u> vendors will be required to submit their Form W-9 by accessing this website, <a href="http://accounting.delaware.gov/">http://accounting.delaware.gov/</a>. The vendor will complete the secure form, read the affirmation, and submit the form by clicking the "Submit" button. Delaware Division of Accounting staff will review the submitted form for accuracy, completeness, and standardization. Once all the requirements are met, the form will be uploaded to the vendor file and approved. The vendor is then able to be paid for services provided.

For those vendors that do not have internet access, a printable version of the Delaware Substitute Form W-9 can be faxed or mailed to the vendor. Upon completion, the vendor will then fax or mail the form directly to the vendor staff at the Delaware Division of Accounting. All vendor requests, additions and changes, will come directly from the vendor. Questions for vendors who do not have internet access, contact vendor staff at (302) 734-6827.

This applies only to the successful bidder and should be done when successful contract negotiations are completed. It is not a required to be done as part of the submission of the bidder's proposal.

# I. Required Reporting

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested Vendors.

A Usage Report (Attachment 1) shall be furnished on the 15<sup>th</sup> (or next business day after the 15<sup>th</sup> day) of each month by the successful Vendor **Electronically in Excel format** detailing the purchasing of all items on this contract. The reports (Appendix H) shall be submitted electronically in <u>EXCEL</u> and sent as an attachment to charles.a.harris@state.de.us. It shall contain the six-digit department and organization code. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

The EXCEL Vendor Usage Report can Template can be obtained online at: http://gss.omb.delaware.gov/divisionwide/flowcharts.shtml#contracting

#### IV. FORMAT AND CONTENT OF RESPONSE

Proposals shall contain the following information, adhering to the order as shown:

### A. Bidder's Signature Form

This form, found in the Appendix C, must be completed and signed by the bidder's authorized representative.

# B. Title Page

The Title page shall include: 1) the RFP subject; 2) the name of the applicant; 3) the applicant's full address; 4) the applicant's telephone number; 5) the name and title of the designated contact person; and 6) bid opening date November 4, 2011, 11a.m., local time.

#### C. Table of Contents

The Table of Contents shall include a clear and complete identification of information presented by section and page number.

#### **D.** Guidelines for submission.

Proposals must be submitted exactly as described in this RFP packet to be considered. The proposal must respond to all requirements in this part of the RFP. Any other relevant information that is not applicable to the proposal categories as

described, should be provided as an appendix to the proposal itself. If publications are supplied by an organization to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference shall be considered to have no additional reference material.

#### **E.** Signatures.

The bidder must sign, date and return the RFP cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all RFP terms and conditions. Proposals must be complete, signed, sealed, and returned to the Procuring Agency as indicated on the cover page of the RFP by the receipt date and time specified in the cover page in order to be considered.

# F. Number of Copies Required

Two (2) original **CDs** (Each Labeled as "Original") and six (6) **CD** copies (Each labeled as "Copy"). In addition, any required confidential financial or audit information relating to the company and not specifically to the proposal may be copied separately to <u>one set</u> of up to three (3) additional CDs (Each labeled "Corporate Confidential Information"). All CD files shall be in PDF and Microsoft Word formats. Additional file formats (i.e. .xls, .mpp) may be required as requested.

#### G. Confidential Information

The following items, if required in response to this RFP, are to be included in a separate section of your proposal and marked as confidential. These items are: 1) any financial information relating to the company or organization (not the RFP pricing or budget); 2) Organization Charts.

# H. Qualifications and Experience

This section shall contain sufficient information to demonstrate experience and staff expertise to carry out the project. A statement must be included that the vendor either has or certifies he/she will secure a Delaware Business License prior to initiation of the project. Attach articles of incorporation and IRS certification of tax exempt status if applicable.

The specific individuals who will work on this project must be identified, along with the nature and extent of their involvement. The qualifications of these individuals shall be presented (in resumes or other formats). If conducting this project will require hiring of one or more individuals who are not currently employed by the bidding organization, applications shall provide detailed job descriptions, including required qualifications and experience.

If subcontractors are to be used, the proposal shall also contain similar information regarding each subcontractor.

#### I. Bidder References

The names and phone numbers of at least three (3) organizations/agencies for whom the vendor carried out a similar project must be included. If no similar project has been conducted, others requiring comparable skills can be used.

Bidder shall list all contracts awarded to it or its predecessor firm(s) by the State of Delaware; during the last three years, by State Department, Division, Contact Person (with address/phone number), period of performance and amount. The Evaluation/Selection Review Committee will consider these additional references and may contact each of these sources. Information regarding bidder performance gathered from these sources may be included in the Committee's deliberations and factored in the final scoring of the bid. Failure to list any contract as required by this paragraph may be grounds for immediate rejection of the bid.

# J. Proposed Methodology and Work Plan

This section shall describe in detail the approach that will be taken to carry out the activities described in the Scope of Services section of this RFP. Specific completion dates for the various tasks must be shown. The workplan shall outline specific objectives, activities and strategies, and resources.

# K. Certification and Statement of Compliance

The bidder must include statements that the applicant agency complies with all Federal and Delaware laws and regulations pertaining to equal opportunity and affirmative action. In addition, compliance must be assured in regard to Federal and Delaware laws and regulations relating to confidentiality and individual and family privacy in health care delivery and in the collection and reporting of data. (See Appendices D & E)

#### L. Standard Contract

Appendix G is a copy of the standard boilerplate contract for the State of Delaware, Delaware Health and Social Services, Division of State Service Centers. This boilerplate will be the one used for any contract resulting from this Request for Proposal. If a bidder has an objection to any contract provisions or the RFP and its procurement provisions, objections shall be stated in the Transmittal Letter of the bidder's proposal. Execution of the contract is NOT required with proposal submission. The contract is provided as a courtesy for review by an interested bidder's legal group.

# V. BUDGET

Vendor will submit a line item budget, **for each contract year**, using a format mirroring that in Appendices A & B. Modifications to the budget after the award must be approved by the Division of State Service Centers.

Applicants shall also describe any factors that may have an impact on the cost and should suggest a payment schedule contingent upon completion of the various tasks.

The Division of State Service Centers requires a budget submission that is more detailed than that shown in Appendices A & B. An AmeriCorps specific budget template is provided to you in the appendices.

#### VI. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

# A. Number of Copies Required

Two (2) original **CDs** (Each Labeled as "Original") and six (6) **CD** copies (Each labeled as "Copy"). In addition, any required confidential financial or audit information relating to the company and not specifically to the proposal may be copied separately to <u>one set</u> of up to three (3) additional CDs (Each labeled "Corporate Confidential Information"). All CD files shall be in PDF and Microsoft Word formats. Additional file formats (i.e. .xls, .mpp) may be required as requested.

It is the responsibility of the bidder to ensure all submitted CDs are machine readable, virus free and are otherwise error-free. CDs (or their component files) not in this condition may be cause for the vendor to be disqualified from bidding.

Bidders will no longer be required to make hard copies of proposals with the exception that one copy of a Cover Letter along with one copy each of Appendices C, D, E, and F must be submitted in hardcopy with original signatures.

The cover letter should include: bidder recognition of all addenda posted on the RFP website (<a href="http://bids.delaware.gov">http://bids.delaware.gov</a>.) relative to this RFP, a statement confirming the proposal remains effective through the date shown in **(D)** below, a statement the bidder has or agrees to obtain a Delaware business license if awarded a contract, a statement confirming pricing was arrived at without collusion.

The responses to this RFP shall be submitted to:

Kieran Mohammed
Division of Management Services
Delaware Health and Social Services
Main Administration Building, Sullivan Street
Second Floor, Room 257
1901 North DuPont Highway
New Castle, DE 19720

# **B.** Closing Date

All responses must be received no later than **November 4, 2011, 11a.m., local time.** Later submission will be cause for disqualification.

# C. Opening of Proposals

The State of Delaware will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of the State of Delaware personnel. Any unopened proposals will be returned to Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.

### **D. Proposal Expiration Date**

The amount of funding available from the Corporation for National and Community Service for AmeriCorps projects in Delaware is currently unknown. The Division of State Service Centers can therefore not provide prices in the proposal. The State of Delaware reserves the right to ask for an extension of time if needed.

# E. Acknowledgement of Understanding of Terms

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

# F. Realistic Proposals

It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

The State of Delaware shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

# **G. Non-Conforming Proposals**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware

# H. Notification of Acceptance

Notification of the Department's intent to enter into contract negotiations will be made in writing to all bidders.

#### I. Questions

All questions concerning this Request for Proposal must reference the pertinent RFP section(s) and page number(s). Questions must be in writing and be emailed to:

Charles A. Harris
Program Officer, AmeriCorps
Email: charles.a.harris@state.de.us

Deadline for submission of all questions is **October 20, 2011**. All questions and answers will be posted on <a href="http://bids.delaware.gov">http://bids.delaware.gov</a> on October 21, 2011.

# J. Amendments to Proposals

Amendments to proposals will not be accepted after the deadline for proposal submission has passed. The State reserves the right at any time to request clarification and/or further technical information from any or all applicants submitting proposals.

# K. Proposals Become State Property

All proposals become the property of the State of Delaware and will not be returned to the bidders. The State will not divulge any information identified as confidential at the time of proposal submission <u>provided the information resides solely</u> on the CD (s) marked confidential.

#### L. Non-Interference Clause

The awarding of this contract and all aspects of the awarded bidders contractual obligations, projects, literature, books, manuals, and any other relevant materials and work will automatically become property of the State of Delaware. The awarded bidder will not in any manner interfere or retain any information in relationship to the contractual obligations of said contract, at the time of the award in the future tense.

# M. Investigation of Bidder's Qualifications

Delaware Health and Social Services may make such investigation as it deems necessary to determine the ability of the bidder to furnish the required services, and the bidder shall furnish such data as the Department may request for this purpose.

#### N. RFP and Final Contract

The contents of the RFP will be incorporated into the final contract and will become binding upon the successful bidder. If the bidder is unwilling to comply with any of the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the state.

# O. Proposal and Final Contract

The contents of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The contents of the successful proposal will be included by reference in the resulting contract.

All terms, and conditions contained in the proposal will remain fixed and valid for 150 days after proposal due date.

# P. Cost of Proposal Preparation

All costs for proposal preparation will be borne by the bidder.

# Q. Proposed Timetable

The Department's proposed schedule for reviewing proposals is outlined below. The Department, in all cases, will determine the ultimate timing of events related to this procurement.

# 2012 AmeriCorps\*State RFP Timeline

DATE	<u>ACTIVITY</u>
09/22/2011	Delaware Commission Notice of Funding Opportunity
10/10&11/2011	Grant Information Sessions (mandatory)
10/17/2011	Intent to Apply Email Notification (due by 4:30p.m.)
11/4/2011	Grant Applications Due in Procurement Office
11/28&29/2011	Technical Assistance Sessions
01/13/2012	Applicants deadline for final versions into eGrants
01/18/2012	Commission submission to CNCS
05/13/2012	Competitive Grants Announced
06/21/2012	Formula Grants Announced

# R. Confidentiality and Debriefing

The Procurement Administrator shall examine the proposal to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified in conjunction with the Attorney General's Office. After award of the contract, all responses, documents, and materials submitted by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Director of Purchasing, under the laws of the State of Delaware. All data, documentation, and innovations developed as a result of these contractual services shall become the property of the State of Delaware. Based upon the public nature of these Professional Services (RFP) Proposals a bidder must inform the state in writing, of the exact materials in the offer which CANNOT be made a part of the public record in accordance with Delaware's Freedom of Information Act, Title 29, Chapter 100 of the Delaware Code.

If a bidder wishes to request a debriefing, he must submit a formal letter to the Procurement Administrator, Herman M. Holloway Campus, Delaware Health and Social Services Main Building, 2nd Floor, Room 257, 1901 N. duPont Highway, New Castle, Delaware 19720 within 10 days after receipt of Notice of Award. The letter must specify reasons for the request.

#### VII. SELECTION PROCESS

#### Overview of the Selection Process and Criteria

The Delaware Governor's Commission on Community and Volunteer Service (hereinafter "the Commission") and the Corporation for National and Community Service (hereinafter "the Corporation" or "CNCS") selects applications for funding using a multi-stage process that includes a review by panels of experts, Commission staff, and approval by the Commissioners of the Delaware Commission.

The review by panels of experts includes a Peer Review panel, a Staff Review panel, and a Commissioner Review panel. Experts are from the community service sector. Reviewers may include educators, administrators, former national service participants, and/or specialists in the areas such as the environment, independent senior living, public safety, and education. Participants some of these panels are outside experts within and without Delaware, do not assume that they are familiar with every current or former AmeriCorps program in the State. Please provide sufficient information in your new and recompeting applications for reviewers who may be unfamiliar with your program and/or agency.

The Commission's and the Corporation's grant selection process includes the following steps:

- 1. Determining whether your proposal complies with the application requirements, including deadlines and eligibility requirements.
- 2. Scoring your application against the basic selection criteria outlined in this AmeriCorps RFP application.

We may conduct interviews to elicit more information concerning your application in person or through conference calls as needed on a case-by-case basis.

Finalists will meet with the Commission Program Officer(s) to negotiate selected proposals for eGrants submission.

Formula Finalists may be asked to briefly meet with the Commissioners and the Commission Staff to present an overview of the proposed project and field questions in June 2012.

In evaluating the application for funding, reviewers will determine the ability of proposed program in meeting application guidelines. Reviewers will also assess the community Need, which is included in the "Rationale and Approach" portion of the Program Design category. Reviewers will assess program design, organizational capability, and the project's cost-effectiveness and budget adequacy. The weights assigned to each category and, if applicable, each sub-category, are listed in the chart below. Reviewers will measure your application narrative against these criteria, and weight them accordingly. Please the AmeriCorps regulations, 45 CFR §\$2522.420-2522.448, for additional detail.

# A. Proposal Evaluation Criteria

The vendor will be selected through open competition and based on the review of proposals submitted in response to this request for proposals. A technical review panel will review all proposals utilizing the following criteria. A maximum of 100 points is possible.

Category	Percentage	Sub-Categories and Weights
Executive	5%	N/A
Summary		
Rationale and	75%	A. The need (s) identified – 20%
Approach/Program		B. AmeriCorps member roles and responsibilities – 20%
Design		C. Evidence-based – 20%
		D. Member experience – 10%
		E. Anticipated outcomes – 10%
Organizational	20%	A. Organizational background and staffing – 5%
Capability		B. Sustainability – 5%
. ,		C. Compliance and Accountability – 5%
		D. Previous Experience and Outcomes (for current or past grantees) – 5%
Total	100%	

Upon selection of a vendor, a Division of State Service Centers representative will enter into negotiations with the bidder to establish a contract.

# **B.** Consultants and Legal Counsel

The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact consultant or legal counsel on any matter related to the RFP.

#### C. Exclusions

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;

Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;

Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;

Has violated contract provisions such as:

Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or

Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;

Has violated ethical standards set out in law or regulation; and

Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

# B. Project Costs and Proposed Scope of Service

The Department reserves the right to award this project to a bidder other than the one with the lowest cost or to decide not to fund this project at all. Cost will be balanced against the score received by each bidder in the rating process. The State of Delaware reserves the right to reject, as technically unqualified, proposals that are unrealistically low if, in the judgment of the evaluation team, a lack of sufficient budgeted resources would jeopardize project success.

# APPENDICES AND ATTACHMENTS (All appendices and attachments are mandatory)

# APPENDIX A: BUDGET SUMMARY SHEET

# **BUDGET SUMMARY 2011-12**

# **Delaware Governor's Commission on Community and Volunteer Service**

SECTION I: PROGRAM OPERATING COSTS			
	CNCS Share	Grantee Share	Total Program Cost
A. Personnel	0	0	0
B. Benefits (includes FICA, worker's comp, leave, other fringe)	0	0	0
C.1. Staff Travel	0	0	0
C.2. Member Travel	0	0	0
D. Equipment (not greater than 10% of total CNCS budget costs)  Supplies (includes Member Carries)	0	0	0
E. Supplies (includes Member Service Gear)	0	0	0
F. Contracts & Consultants	0	0	0
G.1. Training - Staff	0	0	0
G.2. Training - Member	0	0	0
H. Evaluation	0	0	0
I. Other	0	0	0
J.1. Member Living Allowance	0	0	0
J.2. Member Support Costs	0	0	0

						checker : should equal
DGCVS - 2011 - Subtotal Section 1		\$0	\$0	\$0	\$0	column E
SECTION II: ADMINISTRATIVE COSTS		·				
If you use the federally approved rate, you ne amounts from the budget worksheet here.	ed to enter the	0	0	0		
		ı			İ	
Total Budget (Sections I and II)		ΦO	¢o.	ФО	ΦO	checker : should equal column E
Refer to match chart below for your program'	s required	\$0	\$0	\$0	\$0	
match percentage. Is grantee share at or above requirement?		#DIV/0I	#DIV/0I			
requirement.		#DIV/0!	#DIV/0!			
	Number of MSYs	0				
Corporation Cost per MSY		#DIV/0!				
		I		T	Ī	
AmeriCorps Funding Year	1, 2, 3	4	5	6		
Grantee Share Requirement	24%	26%	30%	34%		
I					1	
AmeriCorps Funding Year	7	8	9	10+		
Grantee Share Requirement	38%	42%	46%	50%		

DGCVS Budget Template 9/15/2011

#### **APPENDIX B:**

#### **BIDDERS SIGNATURE FORM**



# DELAWARE HEALTH AND SOCIAL SERVICES REQUEST FOR PROPOSAL

#### **BIDDERS SIGNATURE FORM**

NAME OF BIDDER:	
SIGNATURE OF AUTHORIZED PERSON:	
TYPE IN NAME OF AUTHORIZED PERSON:	
TITLE OF AUTHORIZED PERSON:	
STREET NAME AND NUMBER:	
CITY, STATE, & ZIP CODE:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
DATE:	
RIDDER'S FEDERAL EMPLOYERS IDENTIFICATION NUMBER:	

#### THE FOLLOWING MUST BE COMPLETED BY THE VENDOR:

#### **APPENDIX C:**

#### **CERTIFICATION SHEET**



# CERTIFICATION SHEET

As the official representative for the proposer, I certify on behalf of the agency that:

- a. They are a regular dealer in the services being procured.
- b. They have the ability to fulfill all requirements specified for development within this RFP.
- c. They have independently determined their prices.
- d. They are accurately representing their type of business and affiliations.
- e. They will secure a Delaware Business License.
- f. They have acknowledged that no contingency fees have been paid

to obtain award of this contract.

- g. The Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor;
- h. Unless otherwise required by Law, the prices which have been quoted in this offer have not been knowingly disclosed by the contractor and prior to the award in the case of a negotiated procurement, directly or indirectly to any other contractor or to any competitor; and
- i. No attempt has been made or will be made by the contractor in part to other persons or firm to submit or not to submit an offer for the purpose of restricting competition.
- j. They have not employed or retained any company or person (other than a full-time bona fide employee working solely for the contractor) to solicit or secure this contract, and they have not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the contractor) any fee, commission percentage or brokerage fee contingent upon or resulting from the award of this contract.

k.	They (check one) operatean individual;a Partnershipa non-profit (501 C-3) organization;a not-for-profit organization; orfor profit corporation, incorporated under the laws of the State of
l.	The referenced offerer has neither directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Delaware Health and Social Services.
m.	. The referenced bidder agrees that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this invitation to bid including all Specifications and special provisions.
n.	They (check one):are;are not owned or controlled by a parent company. If owned or controlled by a parent company, enter name and address of parent company:
	iolations and Penalties: ach contract entered into by an agency for professional services shall contain a prohibition against contingency fees as follows:
1.	The firm offering professional services swears that it has not employed or retained any company or person working primarily for the firm offering professional services, to solicit or secure this agreement by improperly influencing the agency or any of its employees in the professional service procurement process.
2.	The firm offering the professional services has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working primarily for the firm offering professional services, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this agreement; and
3.	For the violation of this provision, the agency shall have the right to terminate the agreement without liability and at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
Γhe	e following conditions are understood and agreed to:
а.	No charges, other than those specified in the cost proposal, are to be levied upon the State as a result of a contract.
Ο.	The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.
Dat	te Signature & Title of Official Representative

Type Name of Official Representative

# **APPENDIX D**

# STATEMENTS OF COMPLIANCE FORM



# DELAWARE HEALTH AND SOCIAL SERVICES REQUEST FOR PROPOSAL

# STATEMENTS OF COMPLIANCE FORM

As the official representative for the contractor, I certify on behalf of the agency that	
Authorized Signature:	
Title:	
Date:	

# **APPENDIX E**



#### OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE SELF-CERTIFICATION TRACKING FORM

OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE SELF-CERTIFICATION TRACKING FORM IF YOUR FIRM WISHES TO BE CONSIDERED FOR ONE OF THE CLASSIFICATIONS LISTED BELOW, THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL.

COMPANY NAME				
NAME OF AUTHORIZED REPR	ESENTATIVE (Please print)			
CICNATURE				
SIGNATURE			_	
COMPANY ADDRESS				
TELEPHONE #			_	
FAX #			<u> </u>	
EMAIL ADDRESS			_	
FEDERAL EI#				
STATE OF DE BUSINESS LIC#	d and an analysis of an in	adiodalo al cola a la sallo ca	_	diaminta a farmal acoustic to the
		ndividuai who legaliy n	nay enter nis/ner organiza	ation into a formal contract with the
State of Delaware, Delaware Hea				
Organization Classifications (Ple				
Women Business Enterprise (W Minority Business Enterprise (ME	BE) Yes/No			
Minority Business Enterprise (ME	3E) Yes/No			
Please check oneCorporation				
PartnershipIndividual				
For appropriate certification (WB				
Burks, Executive Director Fax# (		Certify	ring Agency	_
http://gss.omb.delaware.gov/omv	<u>wbe/index.shtml</u>			
SWORN TO AND SUBSCRIBED	BEFORE ME THIS	DAY OF	20	
NOTARY PUBLIC	MY COMMISIC	N EXPIRES		
CITY OF	COUNTY OF	STATE	OF	_
DET . W DE GOVEDNODA			ALLER GERVINGE	
DELAWARE GOVERNOR'S	S COMMISSION ON COMM	IUNITY & VOLUN	TEER SERVICE	
2012-2013 STATE AMERIC	ORPS PROJECTS			Page   <b>33</b>

#### **Definitions**

The following definitions are from the State Office of Minority and Women Business Enterprise.

### Women Owned Business Enterprise (WBE):

At least 51% is owned by women, or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by women; or any business enterprise that is approved or certified as such for purposes of participation in contracts subject to women-owned business enterprise requirements involving federal programs and federal funds.

### **Minority Business Enterprise (MBE):**

At least 51% is owned by minority group members; or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by minority group members; or any business enterprise that is approved or certified as such for purposes of participation in contracts subjects to minority business enterprises requirements involving federal programs and federal funds.

#### **Corporation:**

An artificial legal entity treated as an individual, having rights and liabilities distinct from those of the persons of its members, and vested with the capacity to transact business, within the limits of the powers granted by law to the entity.

# Partnership:

An agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each liable for losses to the extent of his or her personal assets.

#### Individual:

Self-explanatory

For certification in one of above, the bidder must contract: L. Jay Burks Office of Minority and Women Business Enterprise (302) 739-4206 Fax (302) 739-5561

#### **APPENDIX F**

## Contract Boilerplate



# DELAWARE HEALTH AND SOCIAL SERVICES

CONTRACT # \_\_\_\_\_

BETWEEN

[DIVISION NAME HERE]

DELAWARE DEPARTMENT OF HEALTH & SOCIAL SERVICES,

AND

[Contractor]

FOR

[TYPE OF SERVICE]

#### A. Introduction

1.	This contract is entered into between the Delaware Department of Health and Social Services (the Department), Division of(Division) and (the Contractor).				
2.	The Contract shall commence on signed by all parties to the Contract. Time is Agreement.)	and terminate ons of the essence. (Effective contract start da	unless specifically extended by an amendment te is subject to the provisions of Paragraph C. 1. of this		

#### B. Administrative Requirements

- 1. Contractor recognizes that it is operating as an independent Contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the Contractor's negligent performance under this Contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the Contractor in their negligent performance under this Contract.
- 2. The Contractor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this Contract. The Contractor is an independent contractor and is not an employee of the State.
- 3. During the term of this Contract, the Contractor shall, at its own expense, carry insurance with minimum coverage limits as follows:

a) Comprehensive General Liability 1,000,000

and

b) Medical/Professional Liability \$1,000,000/\$3,000,000

or c) Misc. Errors and Omissions \$1,000,000/\$3,000,000

or d) Product Liability \$1,000,000/\$3,000,000

All contractors must carry (a) and at least one of (b), (c), or (d), depending on the type of service or product being delivered.

If the contractual service requires the transportation of Departmental clients or staff, the contractor shall, in addition to the above coverage, secure at its own expense the following coverage:

e) Automotive Liability (Bodily Injury) \$100,000/\$300,000 f) Automotive Property Damage (to others) \$25,000

- 4. Not withstanding the information contained above, the Contractor shall indemnify and hold harmless the State of Delaware, the Department and the Division from contingent liability to others for damages because of bodily injury, including death, that may result from the Contractor's negligent performance under this Contract, and any other liability for damages for which the Contractor is required to indemnify the State, the Department and the Division under any provision of this Contract.
- 5. The policies required under Paragraph B. 3. must be written to include Comprehensive General Liability coverage, including Bodily Injury and Property damage insurance to protect against claims arising from the performance of the Contractor and the contractor's subcontractors under this Contract and Medical/Professional Liability coverage when applicable.
- 6. The Contractor shall provide a Certificate of Insurance as proof that the Contractor has the required insurance. The certificate shall identify the Department and the Division as the "Certificate Holder" and shall be valid for the contract's period of performance as detailed in Paragraph A. 2.
- 7. The Contractor acknowledges and accepts full responsibility for securing and maintaining all licenses and permits, including the Delaware business license, as applicable and required by law, to engage in business and provide the goods and/or services to be acquired under the terms of this Contract. The Contractor acknowledges and is aware that Delaware law provides for significant penalties associated with the conduct of business without the appropriate license.
- 8. The Contractor agrees to comply with all State and Federal licensing standards and all other applicable standards as required to provide services under this Contract, to assure the quality of services provided under this Contract. The Contractor shall immediately notify the Department in writing of any change in the status of any accreditations, licenses or certifications in any jurisdiction in which they provide services or conduct business. If this change in status regards the fact that its accreditation, licensure, or certification is suspended, revoked, or otherwise impaired in any jurisdiction, the Contractor understands that such action may be grounds for termination of the Contract.

a) If a contractor is under the regulation of any Department entity and has been assessed Civil Money Penalties (CMPs), or a court has entered a civil judgment against a Contractor or vendor in a case in which DHSS or its agencies was a party, the Contractor or vendor is excluded from other DHSS contractual opportunities or is at risk of contract termination in whole, or in part, until penalties are paid in full or the entity is participating in a corrective action plan approved by the Department.

A corrective action plan must be submitted in writing and must respond to findings of non-compliance with Federal, State, and Department requirements. Corrective action plans must include timeframes for correcting deficiencies and must be approved, in writing, by the Department.

The Contractor will be afforded a thirty (30) day period to cure non-compliance with Section 8(a). If, in the sole judgment of the Department, the Contractor has not made satisfactory progress in curing the infraction(s) within the aforementioned thirty (30) days, then the Department may immediately terminate any and/or all active contracts.

- 9. Contractor agrees to comply with all the terms, requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 and any other federal, state, local or any other anti discriminatory act, law, statute, regulation or policy along with all amendments and revision of these laws, in the performance of this Contract and will not discriminate against any applicant or employee or service recipient because of race, creed, religion, age, sex, color, national or ethnic origin, disability or any other unlawful discriminatory basis or criteria.
- 10. The Contractor agrees to provide to the Divisional Contract Manager, on an annual basis, if requested, information regarding its client population served under this Contract by race, color, national origin or disability.
- 11. This Contract may be terminated in whole or part:
  - a) by the Department upon five (5) calendar days written notice for cause or documented unsatisfactory performance,
  - b) by the Department upon fifteen (15) calendar days written notice of the loss of funding or reduction of funding for the stated Contractor services as described in Appendix B,
  - c) by either party without cause upon thirty (30) calendar days written notice to the other Party, unless a longer period is specified in Appendix

In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, models, maps, photographs, and reports or other material prepared by Contractor under this contract shall, at the option of the Department, become the property of the Department.

In the event of termination, the Contractor, upon receiving the termination notice, shall immediately cease work and refrain from purchasing contract related items unless otherwise instructed by the Department.

The Contractor shall be entitled to receive reasonable compensation as determined by the Department in its sole discretion for any satisfactory work completed on such documents and other materials that are usable to the Department. Whether such work is satisfactory and usable is determined by the Department in its sole discretion.

Should the Contractor cease conducting business, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets, or shall avail itself of, or become subject to any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors, then at the option of the Department, this Contract shall terminate and be of no further force and effect. Contractor shall notify the Department immediately of such events.

12. Any notice required or permitted under this Contract shall be effective upon receipt and may be hand delivered with receipt requested or by registered or certified mail with return receipt requested to the addresses listed below. Either Party may change its address for notices and official formal correspondence upon five (5) days written notice to the other.

To the Division at:

To

Division name here address address Attn:

the C	ontractor	at:		

- 13. In the event of amendments to current Federal or State laws which nullify any term(s) or provision(s) of this Contract, the remainder of the Contract will remain unaffected.
- 14. This Contract shall not be altered, changed, modified or amended except by written consent of all Parties to the Contract.
- 15. The Contractor shall not enter into any subcontract for any portion of the services covered by this Contract without obtaining prior written approval of the Department. Any such subcontract shall be subject to all the conditions and provisions of this Contract. The approval requirements of this paragraph do not extend to the purchase of articles, supplies, equipment, rentals, leases and other day-to-day operational expenses in support of staff or facilities providing the services covered by this Contract.
- 16. This entire Contract between the Contractor and the Department is composed of these several pages and the attached Appendix \_\_\_\_.

- 17. This Contract shall be interpreted and any disputes resolved according to the Laws of the State of Delaware. Except as may be otherwise provided in this contract, all claims, counterclaims, disputes and other matters in question between the Department and Contractor arising out of or relating to this Contract or the breach thereof will be decided by arbitration if the parties hereto mutually agree, or in a court of competent jurisdiction within the State of Delaware.
- 18. In the event Contractor is successful in an action under the antitrust laws of the United States and/or the State of Delaware against a vendor, supplier, subcontractor, or other party who provides particular goods or services to the Contractor that impact the budget for this Contract, Contractor agrees to reimburse the State of Delaware, Department of Health and Social Services for the pro-rata portion of the damages awarded that are attributable to the goods or services used by the Contractor to fulfill the requirements of this Contract. In the event Contractor refuses or neglects after reasonable written notice by the Department to bring such antitrust action, Contractor shall be deemed to have assigned such action to the Department.
- 19. Contractor covenants that it presently has no interest and shall not acquire any interests, direct or indirect, that would conflict in any manner or degree with the performance of this Contract. Contractor further covenants that in the performance of this contract, it shall not employ any person having such interest.
- 20. Contractor covenants that it has not employed or retained any company or person who is working primarily for the Contractor, to solicit or secure this agreement, by improperly influencing the Department or any of its employees in any professional procurement process; and, the Contractor has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working primarily for the Contractor, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement. For the violation of this provision, the Department shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
- 21. The Department shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract. Contractor shall have no right to copyright any material produced in whole or in part under this Contract. Upon the request of the Department, the Contractor shall execute additional documents as are required to assure the transfer of such copyrights to the Department.
  - If the use of any services or deliverables is prohibited by court action based on a U.S. patent or copyright infringement claim, Contractor shall, at its own expense, buy for the Department the right to continue using the services or deliverables or modify or replace the product with no material loss in use, at the option of the Department.
- 22. Contractor agrees that no information obtained pursuant to this Contract may be released in any form except in compliance with applicable laws and policies on the confidentiality of information and except as necessary for the proper discharge of the Contractor's obligations under this Contract.
- 23. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such in writing, signed by authorized representatives of all parties and attached to the original Contract.

24. If the amount of this contract listed in Paragraph C2 is over \$25,000, the Contractor, by their signature in Section E, is representing that the Firm and/or its Principals, along with its subcontractors and assignees under this agreement, are not currently subject to either suspension or debarment from Procurement and Non-Procurement activities by the Federal Government.

#### C. Financial Requirements

- 1. The rights and obligations of each Party to this Contract are not effective and no Party is bound by the terms of this contract unless, and until, a validly executed Purchase Order is approved by the Secretary of Finance and received by Contractor, *if required by the State of Delaware Budget and Accounting Manual*, and all policies and procedures of the Department of Finance have been met. The obligations of the Department under this Contract are expressly limited to the amount of any approved Purchase Order. The State will not be liable for expenditures made or services delivered prior to Contractor's receipt of the Purchase Order.
- 2. Total payments under this Contract shall not exceed \$ \_\_\_\_\_ in accordance with the budget presented in Appendix \_\_\_\_. Payment will be made upon receipt of an itemized invoice from the Contractor in accordance with the payment schedule, if any. The contractor or vendor must accept full payment by procurement (credit) card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions. Contractor is responsible for costs incurred in excess of the total cost of this Contract and the Department is not responsible for such costs.
- 3. The Contractor is solely responsible for the payment of all amounts due to all subcontractors and suppliers of goods, materials or services which may have been acquired by or provided to the Contractor in the performance of this contract. The Department is not responsible for the payment of such subcontractors or suppliers.
- 4. The Contractor shall not assign the Contract or any portion thereof without prior written approval of the Department and subject to such conditions and revisions as the Department may deem necessary. No such approval by the Department of any assignment shall be deemed to provide for the incurrence of any obligations of the Department in addition to the total agreed upon price of the Contract.
- 5. Contractor shall maintain books, records, documents and other evidence directly pertinent to performance under this Contract in accordance with generally accepted accounting principles and practices. Contractor shall also maintain the financial information and data used by Contractor in the preparation of support of its bid or proposal. Contractor shall retain this information for a period of five (5) years from the date services were rendered by the Contractor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Department shall have access to such books, records, documents, and other evidence for the purpose of inspection, auditing, and copying during normal business hours of the Contractor after giving reasonable notice. Contractor will provide facilities for such access and inspection.
- 6. The Contractor agrees that any submission by or on behalf of the Contractor of any claim for payment by the Department shall constitute certification by the Contractor that the services or items for which payment is claimed were actually rendered by the Contractor or its agents, and that all information submitted in support of the claims is true, accurate, and complete.

- 7. The cost of any Contract audit disallowances resulting from the examination of the Contractor's financial records will be borne by the Contractor. Reimbursement to the Department for disallowances shall be drawn from the Contractor's own resources and not charged to Contract costs or cost pools indirectly charging Contract costs.
- 8. When the Department desires any addition or deletion to the deliverables or a change in the services to be provided under this Contract, it shall so notify the Contractor. The Department will develop a Contract Amendment authorizing said change. The Amendment shall state whether the change shall cause an alteration in the price or time required by the Contractor for any aspect of its performance under the Contract. Pricing of changes shall be consistent with those prices or costs established within this Contract. Such amendment shall not be effective until executed by all Parties pursuant to Paragraph B.14.

#### D. Miscellaneous Requirements

- 1. If applicable, the Contractor agrees to adhere to the requirements of DHSS Policy Memorandum # 46, (PM # 46, effective 3/11/05), and divisional procedures regarding the reporting and investigation of suspected abuse, neglect, mistreatment, misappropriation of property and significant injury of residents/clients receiving services, including providing testimony at any administrative proceedings arising from such investigations. The policy and procedures are included as Appendix \_\_\_\_\_\_ to this Contract. It is understood that adherence to this policy includes the development of appropriate procedures to implement the policy and ensuring staff receive appropriate training on the policy requirements. The Contractor's procedures must include the position(s) responsible for the PM46 process in the provider agency. Documentation of staff training on PM46 must be maintained by the Contractor.
- 2. The Contractor, including its parent company and its subsidiaries, and any subcontractor, including its parent company and subsidiaries, agree to comply with the provisions of 29 <u>Del. Code</u>, Chapter 58: "Laws Regulating the Conduct of Officers and Employees of the State," and in particular with Section 5805 (d): "Post Employment Restrictions."
- 3. When required by Law, Contractor shall conduct child abuse and adult abuse registry checks and obtain service letters in accordance with 19 <u>Del. Code</u> Section 708; and 11 <u>Del. Code</u>, Sections 8563 and 8564. Contractor shall not employ individuals with adverse registry findings in the performance of this contract.
- 4. If applicable, the Contractor agrees to adhere to the requirements of DHSS Policy Memorandum # 40, and divisional procedures regarding conducting criminal background checks and handling adverse findings of the criminal background checks. This policy and procedure are included as Appendix \_\_\_\_\_ to this Contract. It is understood that adherence to this policy includes the development of appropriate procedures to implement the policy and ensuring staff receive appropriate training on the policy requirements. The Contractor's procedures must include the title of the position(s) responsible for the PM40 process in the contractor's agency.
- 5. If applicable, the Contractor agrees to adhere to the requirements of DHSS Policy Memorandum # 36 (PM #36, effective 9/24/2008), and divisional procedures regarding minimal requirements of contractors who are engaging in a contractual agreement to develop community based residential arrangements for those individuals served by Divisions within DHSS. This policy and procedure are included as Appendix \_\_\_\_\_ to this Contract. It is understood that adherence to this policy includes individuals/entities that enter into a contractual arrangement (contractors) with the DHSS/Division to develop a community based residential home(s) and apartment(s). Contractors shall be responsible for their subcontractors' adherence with this policy and related protocol(s) established by the applicable Division.

All Department campuses are tobacco-free. Contractors, their employees and sub-contractors are prohibited from using any tobacco products while on Department property. This prohibition extends to personal vehicles parked in Department parking lots. E. Authorized Signatures: For the Contractor: For the Department: Signature Rita M. Landgraf Secretary Name (please print) Title Date For the Division: Date [Division Director Name Here] Date

6.

#### **CONTRACT APPENDIX A**

#### DIVISION OF STATE SERVICE CENTERS REQUIREMENTS

- 1. Funds received and expended under the contract must be recorded so as to permit the Division to audit and account for all contract expenditures in conformity with the terms, conditions, and provisions of this contract, and with all pertinent federal and state laws and regulations. The Division retains the right to approve this accounting system.
- 2. The Contractor shall recognize that no extra contractual services are approved unless specifically authorized in writing by the Division. Further, the Contractor shall recognize that any and all services performed outside the scope covered by this Contract and attached budgets will be deemed by the Division to be gratuitous and not subject to any financial reimbursement.
- 3. All products are expected to be free of misspellings and typos, as well as punctuation, grammatical and design errors. Acronyms should be avoided; when used, they should be spelled out on first reference with the acronym in parentheses after that reference. For example, 'Division of Social Services (DSS)' on first reference.
- 4. No part of any funds under this contract shall be used to pay the salary or expenses of any contractor or agent acting for the contractor, to engage in any activity (lobbying) designed to influence legislation or appropriations pending before the State Legislature and/or Congress.
- 5. The contractor agrees that, if defunding occurs, all equipment purchased with Division funds for \$1,000.00 or more and a useful life expectancy of one (1) year, will be returned to the Division within thirty (30) days.
- 6. Contractors receiving Federal funds must comply with all the requirements of the Federal Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-profit Organizations.

# **CONTRACT APPENDIX B**

# **SERVICE AND BUDGET DESCRIPTION**

1.	Contractor:
	Address:
	Phone:
	E.I. No.:
2.	Division:
3.	Service:
4.	Total Payment shall not exceed
5.	Payment(s) will be made upon presentation of invoice(s) with supporting documentation that verifies the completed, acceptable deliverable(s). Invoice must contain period of service, Vendor Invoice Number, Vendor El Number, Contract Number, Division Purchase Order Number and itemized description of the services provided to coincide with the contract deliverables. (See also Paragraph C.2. of the contract)
6.	Source of Contract Funding:
	Federal Funds (CFDA#) State Funds Other Funds
	Combination of Funds

# **Attachment 1**

# Monthly Usage Report

					State of De	laware					
				Mo	onthly Usag	ge Report					
Supplier	Name:				Report Start Date:						
Contact Name:				Insert Contract No.	Report End Date: Today's Date:						
Contact Phone:											
Agency Name or School District	Division or Name of School	Budget Code	UNSPSC	Item Description	Contrac t Item Number	Unit of Measur e	Qty	Environmentally Preferred Product or Service Y N	Additional Discount Granted	Contract Proposal Price/Rat e	Total Spend
											\$0.00
		<u> </u>									\$0.00
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#### Resources

- 2012 CNCS AmeriCorps Notice of Funding Opportunity Announcement (http://www.americorps.gov/pdf/2012\_state\_national\_competitive\_notice.pdf)
- National Performance Measures for AmeriCorps State Programs
   (http://www.nationalserviceresources.org/national-performance-measures/home)
- 2012 CNCS AmeriCorps State and National Applications Instructions (http://www.americorps.gov/pdf/2012\_state\_national\_competitive\_instructions.pdf)
- AmeriCorps Frequently Asked Questions (http://www.americorps.gov/pdf/americorpsgrantsfaq2012.pdf)
- Appendix A: Budget Template